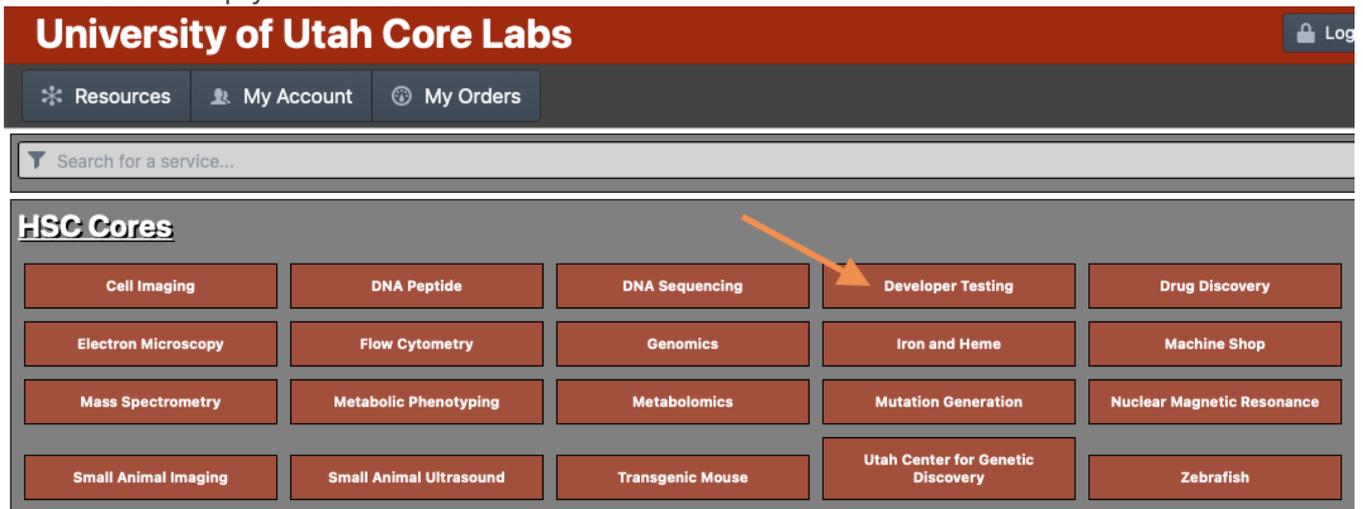


Create a Line Item / Non-Scheduled Order

For groups that have a user facing order forms use the following steps to create a new order.

1. Select the Group you want to order from



2. Select the Line Item service you want to order from



3. Select the account you want to charge this order to. (Note: If no accounts are listed there may be no valid accounts available to be charged. Accounts may be invalidated manually by the administration office OR automatically by the system if the account expires. Contact the admin office for any account issues.)

University of Utah Core Labs

[Resources](#) [My Account](#) [My Orders](#)

Static Order Form - Demo Line Items

User/Account

PO Number :

Order Date : 2021-03-31

Order Lines

Description

Test Item

Amount	Rate	Total
<input type="text" value="0"/>	\$10.00	\$0.00

Vendor Price

<input type="text" value="(Optional)"/>	<input type="text" value="(Optional)"/>	<input type="text" value="(Optional)"/>
---	---	---

Order Total : \$0.00 x 1 = \$0.00

4. Click on the button corresponding to the account you wish to charge to

Select Account

Select	ID	Short Account	Title	Expires
<input type="button" value="Select"/>	2438	15246	Developer Test Dummy Account	2025-06-29
<input type="button" value="Select"/>	4049	17013	Developer Dummy Account - Commercial	2028-02-07

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5. Fill out the remainder of the form and click the "Submit" button. **(Note: If anything is incorrect on the form the "Submit" Button will remain grayed out)**

Static Order Form - Demo Line Items

User/Account

PO Number :

Order Date : 2021-03-31

Order Lines

Description	Amount	Rate	Total
Test Item	<input type="text" value="1"/>	\$10.00	\$10.00

Vendor Price

Order Total : $\$10.00 \times 1.525 = \15.25

6. When the system has created the order a dialog with your order number will pop up. Clicking out of this dialog will send you back to the group services list. **If there was an error creating your order the pop-up box will contain the error message. Please screenshot or save the error message text to send to the system administrators for debugging if the error persists between attempts.**

Revision #6

Created 31 March 2021 15:38:29 by Elliot Francis

Updated 21 September 2022 15:11:17 by Elliot Francis